

The purpose of the Educational Aide Exemption (EAE) Program is to encourage Educational Aides to complete full teacher certification. If awarded, applicants are exempt from the payment of tuition and certain mandatory fees at Texas public institutions of higher education ([Title 19 of the Texas Administrative Code \(TAC\), Chapter 21, Subchapter II](#)). Applications should be completed and turned into the Financial Aid Office.

## 1. What is the definition of the term Educational Aide for program eligibility?

An **Educational Aide** is a person who:

- Has been employed by a public school district in Texas in a teaching capacity, working in the classroom directly with the students on a full-time basis for at least one school year, in the last five years from the term or semester of the applicant's initial award; **OR**
- Has worked 180 or more full days as a substitute teacher at a public school district in Texas, in a teaching capacity, working in the classroom directly with the students, in the last five years from the term or semester of the applicant's initial award.

## 2. What subjects are eligible for this exemption?

In accordance with [19 TAC, Section 21.1083 \(6\)](#), applicants must be enrolled in courses required for teacher certification in one or more of the following subject areas determined by the Texas Education Agency to be experiencing a critical shortage of teachers at the public schools.

### TEA 2018-19 school year Teacher Shortage Areas:

- Bilingual/English as a Second Language
- Career and Technical Education
- Mathematics
- Special Education - Elementary and Secondary Levels

## 3. Who is eligible to apply?

In addition to having the required **Educational Aide** work experience, and being enrolled in eligible courses, the applicant must also be classified as a Texas resident, demonstrate financial need, be registered for selective service or be exempt and currently be employed in some capacity by a public school district in Texas for the full term in which the applicant is awarded.

## 4. Are there a certain number of hours in which the applicant must be enrolled?

No. The EAE award amount is based on the tuition and required fees for formula funded (tax supported) hours the applicant is enrolled in.

## 5. Does the 10% matching requirement have to be met with institutional funds, or can other aid be used?

Only institutional matching funds can be used to cover the 10% matching requirement. [19 TAC, Section 21.1086 \(b\)\(1\)](#).

## 6. Is there a maximum EFC limit when determining eligibility?

No. There is no EFC limitation; applicants must only demonstrate financial need as defined in [19 TAC, Section 21.1081 \(8\)](#). Financial need is the difference between cost of attendance minus the expected family contribution determined by using the federal methodology.

## 7. Are all Texas public school district employees eligible to participate?

Yes. Any applicant employed in some capacity by a school district in Texas can apply, as long as the applicant has the required **Educational Aide** work experience, and is enrolled in eligible courses at a participating institution.

## 8. If an applicant did not meet satisfactory academic progress requirements in the fall, is he or she eligible for a spring award?

No. Applicants must meet the academic progress standards of the institution in the fall to be eligible for the spring term, unless granted a hardship. A student who fails to meet the required grade point average (GPA), may be deemed eligible with an approved hardship (see [19 TAC, Section 21.1088](#)).

## 9. Is a volunteer at a school district eligible to participate?

No. The applicant must be employed with a school or school district.

## 10. Are applicants enrolled in Alternative Certification Programs eligible to participate?

Yes, but only if the institution receives formula funding (tax support) for the hours in which the applicant is enrolled.

## 11. Is an applicant who is unemployed eligible to participate in the program?

No. The applicant must be employed by a Texas public school district for the full term in which the exemption is received.

**12. If an applicant obtains one school year of full-time Educational Aide experience outside of Texas, does the experience count toward the eligibility requirements?**

No. EAE program rules require that the applicant obtain their **Educational Aide** experience at a public school district in Texas.

**13. Who is exempt from student teaching?**

- Applicants who are awarded EAE before obtaining a bachelor's degree that meet the eligibility requirements will not be required to participate in any field experience or internship consisting of student teaching to receive a teaching certificate.
- Applicants who obtained a bachelor's degree prior to receiving their first EAE award is **not** eligible for a student teaching exemption.

**14. Can the application be used as employment verification for more than one term?**

No. An application and verification of employment must be completed for each term awarded.

**15. Can an applicant receive the exemption if he or she is enrolled in hours that are considered excessive as defined in [TEC, Section 54.014](#)?**

The institution may grant the applicant an exemption based on the student's documented hardship circumstance(s), if deemed necessary. Each institution must adopt a hardship policy and have the policy available for public review upon request. All hardship decisions must be documented in the student's record and be available for submission to the THECB, if requested.

**Contact Information**  
**Texas Higher Education Coordinating Board**  
 1200 East Anderson Lane, Austin, TX 78752  
**Phone:** (844) 792-2640  
 Contact us by completing an [online inquiry form](#).  
 Select "Exemption/Waiver Programs" from the dropdown options.

<b>2018-19 EAE Participating Institutions</b>	
<b>Public Community Colleges</b>	
Alvin Community College	
Angelina College	
Austin Community College	
Cisco College	
Clarendon College	
Coastal Bend College	
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Grayson County College	
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McLennan Community College	
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Paris Junior College	
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St. Philip's College	
South Plains College	
South Texas College	
Tarrant County College District	
Trinity Valley Community College	
Victoria College	
<b>Public State Colleges</b>	
Lamar State College-Port Arthur	
<b>Public Universities</b>	
Angelo State University	
Sam Houston State University	
Texas A&M International University	
Texas A&M University	
Texas A&M University-Central Texas	
Texas A&M University-Corpus Christi	
Texas A&M University-M	
Texas Southern University	
The University of Texas at Arlington	
The University of Texas at Austin	
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The University of Texas at El Paso	
The University of Texas at San Antonio	
The University of Texas of the Permian Basin	
University of Houston	
University of Houston-Clear Lake	
University of Houston-Victoria	
University of North Texas	
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The University of Texas-Rio Grande Valley	
<b>Public Technical Colleges</b>	
None	